

Law, Public Safety and Security Cluster Knowledge and Skill Statements

Communications

- Comprehend and use reading strategies to learn meaning, technical concepts, vocabulary and follow instructions.
 - Determine and use reading strategy (skimming, reading for detail, reading for meaning and critical analysis) to determine purpose of text.
 - Analyze information, read to learn meaning, technical concepts, vocabulary and follow directions.
 - Interpret, transcribe and communicate information, data and observations to apply information learned from reading to actual practice.
- Locate, organize and reference written information from various sources to communicate with co-workers and clients.
 - Locate written information to communicate with co-workers and clients/participants.
 - Organize information to use in written and oral communications.
 - Document the source and proper reference for written information.
- Use correct grammar, punctuation and terminology to write and edit documents.
 - Compose multi-paragraph documents writing clearly, succinctly and accurately.
 - Use description of audience and purpose to prepare written documents.
 - Use correct grammar, spelling, punctuation and capitalization to prepare written documents.
 - Use computer skills to design and develop written and supporting material.
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.
 - Prepare oral presentation to provide information for intended purpose and audience.
 - Identify and prepare support materials to accompany oral presentation.
 - Deliver presentation to sustain listener's attention and interest.
- Interpret verbal and nonverbal behaviors to enhance communication with co-workers and client/participants.
 - Interpret verbal behaviors to enhance communication.
 - Interpret nonverbal behaviors to enhance communication.
- Apply active listening skills to obtain and clarify information.
 - Interpret message/information given to clarify information.
 - Respond with restatement and clarification techniques to clarify information.
- Interpret and use tables, charts and figures to support written and oral communications.
 - Develop tables, charts and figures to support written and oral communication.
 - Interpret tables, charts and figures used to support written and oral communication.

Problem Solving and Critical Thinking

- Use critical thinking skills to create solutions to problems.
 - Use logical constructions to formulate ideas, proposals and solutions to problems.
 - Exercise logic and reasoning to analyze and evaluate ideas, proposals and solutions to problems.
- Use critical thinking skills as a team member to formulate solutions to problems.
 - Use team building skills to solve problems.

Information Technology Applications

- Use Personal Information Management (PIM)/Productivity Applications.
 - Manage personal schedule and contact information.
 - Create memos and notes.
- Use electronic mail applications.
 - Understand and identify the functions and purpose of email systems.
 - Use email to communicate within and across organizations.

- Use Internet applications.
 - Search for and access information.
- Use writing/publishing applications.
 - Prepare simple reports and other business communications.
 - Prepare complex reports and other business communications, integrating graphics and other non-text elements.
- Use computer operations application.
 - Manage computer operations.
 - Manage file storage.

Safety, Health and Environmental

- Maintain a safe work environment.
 - Perform and record regular safety inspections.
- Research records and reports to demonstrate knowledge of the safety, health and environmental responsibilities of those in law, public safety and security professions.
 - Prepare an audit to identify workplace hazards to health, safety and the environment.
 - Investigate accidents and related incidents to identify potential workplace problems.
- Apply basic first aid and CPR.
 - Administer basic first aid to handle a variety of workplace emergencies.
 - Engage in CPR training to master CPR techniques.

Leadership and Teamwork

- Take on leadership responsibilities to demonstrate the knowledge and skills to collaborate in projects and work activities.
 - Organize team involvement to provide leadership qualities within a group environment.
 - Use people skills to collaborate in work projects.
- Demonstrate the knowledge and skills to collaborate in projects and work activities.
 - Provide group leadership.
 - Exercise respect and adaptability to collaborate with others.
 - Organize materials and define objectives to lead and conduct purposeful meetings.

Ethics and Legal Responsibilities

- Practice personal, ethical behavior to demonstrate commitment to professional ethics and legal responsibilities.
 - Examine real world situations to discuss ethics and the appropriate code of professional conduct.
- Display integrity in your actions to demonstrate a commitment to ethical behavior in the performance of job duties.
 - Pursue character-building activities to perform the duties of law enforcement personnel in an ethical manner.
- List laws, ordinances, regulations and organizational rules found in careers in law, public safety and security.
 - Know laws, ordinances, regulations and organizational rules of conduct to perform assigned duties.
 - Establish and maintain a background of obedience to the law to demonstrate ethical conduct.
- Identify strategies for individuals and organizations to respond to unethical and illegal actions in different workplace situations.
 - Identify and explain alternative strategies for individuals to respond to unethical and illegal actions in different workplace situations.
 - Identify and explain alternative strategies for organizations to respond to unethical and illegal actions in different workplace situations.

Employability and Career Development

- Research reliable sources to demonstrate the technical knowledge and skills required to pursue the full range careers for this cluster.
 - Examine both benefits and disadvantages to explore the entire range of law, public safety and security careers.
- Demonstrate knowledge of the different career options and their career paths in the Law, Public Safety and Security career fields.
 - Locate and list career options and requirements for succeeding in the career fields of Law, Public Safety and Security.
 - Match interests, abilities and preferences to career opportunities.
- Demonstrate knowledge and skills required to seek, apply and accept employment.
 - Locate and assess employment opportunities.
- Develop positive work behaviors and personal qualities to fulfill professional demands in the Law, Public Safety and Security career fields
 - Research reliable sources to identify the positive work behaviors and personal qualities typically required in the Law, Public Safety and Security career fields.
 - Demonstrate positive work behaviors and personal qualities to evidence qualities typically required in the Law, Public Safety and Security career fields.
- Compare career fields to develop a personal perspective.
 - List responsibilities of a beginning employee in selected careers to understand the emotional and physical challenges of the career areas in Law, Public Safety and Security Cluster.